

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
818**

**REPLACEMENT OF SOCIAL SECURITY CARDS**

**Supersedes:** AR 818 (Temporary, 02/22/10)

**Effective Date:** 05/20/10

**AUTHORITY**

NRS 209.131

**RESPONSIBILITY**

The Deputy Directors, North/South, have overall responsibility for this procedure.

The Re-Entry Coordinator is responsible for supervision and monitoring of state-wide operation of this procedure.

Wardens of the designated institutions will be responsible for daily operation of this procedure within each institution. Wardens of the institutions are also responsible for aspects of this program.

**818.01 OBTAINING REPLACEMENT SOCIAL SECURITY CARDS**

1. Working with the Social Security Administration (SSA), NDOC will assist eligible offenders in the completion of applications for replacement Social Security cards. Completion and approval of these applications will result in the offender gaining this essential identification document.
2. The Warden or designee of each institution will be responsible for operation and management of the procedure within the specified institution and the camps, transitional housing and restitution centers
3. Institutional staff will be responsible for fulfilling specific areas of this procedures
4. Designated staff will collect data for monthly reports to be given to their institution/facility's Warden

**818.02 WARDENS' RESPONSIBILITIES**

1. The Wardens of each state institution will work with NDOC staff and SSA staff to ensure complete understanding of the scope of this program and the potential benefits that the program offers NDOC and the community.

2. The Wardens will authorize specific staff from the institutions to sign both the Certification of Prison Records forms and the SSA Cover Letters.
3. The Warden or designee will report any changes in authorized staff promptly to SSA.
4. The Warden or designee of each institution will appoint one staff member to collect data to be submitted in the regular monthly programs report to the Deputy Director through the Warden in charge of Re-entry or an appointed designee to determine successes and challenges in this program.

### **818.03 INSTITUTIONAL STAFF**

1. The Correctional Casework Specialists (CCS) at each institution and camp will identify offenders who need SS cards at the regular 6 month review prior to the offender's projected release date (parole, MFP or expiration).

A. Eligible offenders include those who will be released within 120 days; are participating in a work release, school, or pre-release social services program; will be transferred to a half-way house, transitional housing or other similar institution for work release; or will be employed in Prison Industries within 120 days.

2. The Custodian of Records is authorized to certify the records and is responsible for the following:

A. Distribute the forms specified in the Memorandum of Understanding (MOU) between NDOC and SSA to each offender identified.

B. Ensure that the forms are completed and signed by the offenders.

C. Establish the offender's truest identity as specified in the MOU by confirming the information on application to the information in prison records. If a variation is noted, the application is denied.

D. Complete and sign the Certification of Prison Records form for each application.

E. Submit all applications no earlier than 120 days prior to the projected release date of the offender. Exceptions are allowed as detailed in 818.03.1.A above. Document the date the application is sent and record any exceptions in the offender's NOTIS record.

F. Receive the replacement cards from SSA. Document the dates of receipt in the individual NOTIS records, and file the cards as directed in AR 560, Central and Institutional Record Files. Files will be kept in a secure area with no offender admittance.

G. The social security card is to remain in the I-File and shall not be given to an offender before release.

H. Ensure cards are given to offenders on day of release, as directed in the Inmate Release Manual to AR 540, Release Procedures.

I. If application is denied or rejected, refer offender to the proper resource to obtain a card after release. Document denial or rejection reasons in the offender's NOTIS record.

#### **818.04 PROGRAM REPORTS**

1. Monthly reports will be submitted by each Warden to the Warden in charge of Re-Entry or an appointed designee about the progress of the program including:

A. Staffing in the institution for the program

B. Application data for each month

(1) Number of applications received from offenders.

(2) Number of applications found to be eligible, and sent to SSA.

(3) Number of cards received from SSA.

2. The data compiled from these reports will be submitted on a monthly basis to the Deputy Director (North/South) for review.

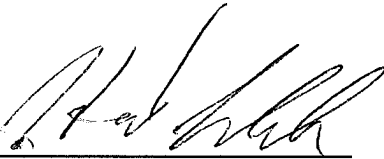
#### **APPLICABILITY**

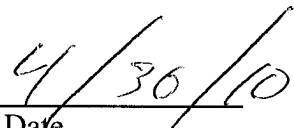
1. This AR requires an Operational Procedure at each Institution/facility.

2. This AR requires an audit.

#### **REFERENCES**

ACA Standards 4-4143

  
Howard Skolnik, Director

  
Date